

WHAT TO DO in the event of an accident

If you are involved in a collision which causes damage or injury to any other person, vehicle, animal or property, you **MUST**

1. **Stop**
2. **Ensure your own safety and that of your passengers**
3. **Try to make sure the scene is safe and other road users are aware of the incident to avoid further accidents**
4. **DO NOT admit liability**
5. *If there are casualties or if the road is blocked, call the emergency services*
6. *Render first aid if possible and reassure casualties until the ambulance arrives*
7. **Exchange** your name and address (and that of the vehicle owner if different), registration numbers and if possible insurance details (***see Accident Card below***) with the other driver(s) involved and to anyone having reasonable grounds for requiring them.
8. You **do not** have to exchange telephone numbers
9. **Note** the date and time and location of the incident.
10. **Obtain witness contact details** if you can
11. **Take photos** where appropriate and safe to do so

If carrying hazardous samples, follow the procedures detailed in the specific risk assessment

Report the incident as soon as reasonably practicable, and in any case within 24 hours to the following:

- **Police**
- **If a College-owned vehicle, call the College Insurance provider** (currently Protector)
- **Tel: 0161 274 9077 Policy number: 2918180**
- **College Insurance Manager** Insurance@imperial.ac.uk **020 7594 7135**
- **College Safety Department** www.imperial.ac.uk/safety

Additional advice for accidents.

Hazards: Other traffic, fire, explosion, electrocution, hazardous chemicals, bad weather, hostile environment.

Controls: Hi visibility clothing, warning triangle, adequate supervision for children and young adults. Refer also to the Guidance for offsite work, and the CoP for driving on College business.

If you are involved in a crash or stop to give assistance.

- Use your hazard warning lights to warn other traffic.
- Ask drivers to switch off their engines and stop smoking.
- Arrange for the emergency services to be called immediately with full details of the incident location and any casualties (on a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a mobile phone, first make sure you have identified your location from the marker posts on the side of the hard shoulder)
- Move uninjured people away from the vehicles to safety; on a motorway this should, if possible, be well away from the traffic, the hard shoulder and the central reservation.
- **Do not** tamper with damaged vehicles and avoid contact with spilt fluids.
- **Do not smoke.**
- **Do not** move injured people from their vehicles unless they are in immediate danger from fire or explosion
- **Do not** remove a motorcyclist's helmet unless it is essential to do so
- Be prepared to give [first aid](#)
- Stay at the scene until emergency services arrive.
- If you are involved in any other medical emergency on a motorway you should contact the emergency services in the same way.